

Abridged Plan Review

Projects that qualify for the APR program will generally be simple interior alterations, small additions or small detached accessory buildings. These projects would typically be those in which zoning certification, internal fire code review and basic utility review (such as verifying that there are no backflow prevention issues, grease pretreatment is-

sues, etc.) can be done by Building Services staff. The determination of which projects qualify for the program will be at the discretion of the Senior Plans Examiner. If it is determined that comments are required from any departments other than Building Services, the project will not qualify for the APR program. The estimated time anticipated for the review will also be a factor in determining whether or not projects will qualify for the APR program. This determination will also be at the discretion of the Senior Plans Examiner. The benchmark for completion of initial reviews of APR projects will be four business days. If sufficient detailed information is provided in the original submittals for a project that qualifies as an APR, it is our goal whenever possible to issue permits with Special Conditions in lieu of sending plan review letters.

If you anticipate submittal of a project where timing is critical, please contact the senior plans examiner in advance to verify whether or not the project will qualify for the APR program. By doing this you can avoid unexpected delays. The earlier we are involved in a project, the better able we are to try to meet your needs.

